



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

January 8, 2015

Dear Candidate,

Thank you for your interest in the **Facilities Manager** position with the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office.

Resume review will begin on **Monday, February 2, 2015**; however, applications will be accepted until the position is filled, so those received after that date may be considered at the Town's discretion.

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please do not include any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

You can expect to be notified as soon as a decision has been made regarding your standing in the process.

Again, we appreciate your interest in employment with the Town of Concord.

Sincerely,

Amy Traywick
Assistant Human Resources Director

Enclosures (2)



*The Town of Concord
is currently accepting applications for the full-time position of:*

Facilities Manager

Salary Range: \$64,880 - \$97,865
Starting salary will be based on experience & qualifications

Applications will be accepted until the position is filled, with resume review to begin 2/2/2015

APPLICATION PROCESS

All applicants are required to complete the attached Town application form and submit it to the Concord Human Resources Office. Resumes and cover letters may be attached to the application form as additional information but cannot serve as a substitute for completing the form. Emailed application materials are not accepted.

Resume review will begin on **Monday, February 2, 2015** and the most highly qualified candidates will be invited to one or more interviews and/or other assessments. Applications will continue to be accepted and may be considered until the position is filled. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Appointment of the final candidate will be contingent upon completion of pre-placement conditions including a physical exam, drug-screening, and criminal, credit, and motor vehicle record checks. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:
Concord Human Resources Department
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordma.gov/hr

Facilities Manager

Department: Town Manager
Reports To: Assistant Town Manager

Salary Grade: MP-5
FLSA Status: Exempt

GENERAL SUMMARY:

Under the general supervision of the Assistant Town Manager, oversees, plans, organizes and directs all aspects of Town building and facilities maintenance and operations. Duties include continuous supervision of skilled and semi-skilled workers and availability for emergency response and occasional evening meetings. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- ◆ Develops accurate annual operating and multiyear capital budget requests for municipal facilities. Collaborates with building managers to identify funding needs. Presents budget requests clearly and persuasively in a wide variety of venues including public forums.
- ◆ Develops and maintains a multiyear proposed capital improvement plan and oversees the annual execution of the funded plan. Develops maintenance programs for all Town buildings, and for surrounding grounds as assigned. Manages the day to day implementation of that plan including the prioritization of project requests.
- ◆ Participates in and provides technical assistance to managers and/or building committees to facilitate the design process for any new or rehabilitation project the Town may undertake. During construction, may perform in a role similar to an owner's representative or clerk of the works. Ensures all required permits are pulled and related inspections are completed. Considers and plans for impact on building occupants when projects are being undertaken, to ensure that adverse effects on operations are minimized and no environmental health hazards are created.
- ◆ Oversees and manages a wide variety of independent contractors performing work on Town buildings and surrounding grounds.
- ◆ Carries out procurement of goods, services and construction work as needed in accordance with all relevant public bidding laws, rules and regulations; may coordinate the joint-purchasing of maintenance and custodial supplies for multiple facilities to obtain cost savings.
- ◆ Ensures that standards consistent with all applicable laws are maintained at a minimum; establishes environmental compliance programs for asbestos abatement, radon control, lead paint control, hazardous waste disposal, air quality standards, fuel tank testing and other local, state and federal environmental compliance regulations.

ESSENTIAL JOB FUNCTIONS (continued):

- ◆ Regularly communicates with building managers, department heads, and assigned liaisons regarding the care and maintenance of their buildings and grounds. Meets individually and/or in groups with staff to coordinate services and projects.
- ◆ Analyzes the scope of work for projects and makes reasoned decisions and recommendations regarding use of in-house personnel and/or outside contractors.
- ◆ Conducts regular reviews of security and safety needs and makes recommendations as appropriate. Works with vendors of security apparatus and Police Department staff to ensure that Concord buildings are safe and secure. Collaborates with Information Systems and Police staff when selecting equipment or technology related to the physical security of facilities. Collaborates with Fire Department staff to perform regular fire safety inspections of facilities and implement fire and medical safety equipment/procedures.
- ◆ In coordination with building managers, develops quality standards for all Town facilities and surrounding grounds, recommends or assigns work for custodial and maintenance personnel to achieve that end, and reviews the results and provides feedback as appropriate.
- ◆ Coordinates seasonal and preventive maintenance services and improvement projects as needed for lots and grounds.
- ◆ Serves as the first point of contact for all building related insurance needs including claims. Works with the Assistant Town Manager to ensure that buildings are adequately insured for both liability and property loss.
- ◆ Inspects buildings and installations on a regular basis to ensure high standards of workmanship, cleanliness, safety, and security are maintained.
- ◆ Remains informed of the latest trends, developments, and products in the areas of maintenance and repair; encourages innovation and experimentation as appropriate.
- ◆ Incorporates sustainability principles into all aspects of Concord's facilities management program. Works to systematically reduce building energy use in accordance with the Green Communities Act. Oversees Town-wide green energy construction initiatives as needed.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Directly supervises the activities and performance of, and provides functional oversight to, the Facilities Maintenance Supervisor, Energy Manager, and custodial and maintenance personnel as assigned. Supervises the work of independent contractors including those retained for improvement and renovation projects and cleaning and maintenance services. Carries out supervisory

responsibilities in accordance with Concord's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance and recommending pay increases; implementing succession plans; addressing complaints and resolving problems; and making recommendations concerning employee hiring, rewards or discipline.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

- ◆ Duties require knowledge equivalent to a Bachelor's Degree in construction management, engineering, architecture or related field, and seven (7) or more years of progressively responsible, related experience; or any equivalent combination of education and experience in facilities management. Municipal experience preferred.
- ◆ Possession of a valid motor vehicle operator's license required.
- ◆ Possession of valid Construction Supervisor's license helpful.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Ability to lead, direct, and coordinate the operations, services and activities of a municipal facilities department including oversight of construction projects, maintenance, and cleaning.
- ◆ Thorough knowledge of the principles and practices of construction and design services, contract administration procedures, building systems design and operations procedures, materials, building maintenance, and facility safety. Ability to read and interpret blueprints, schematics, and architectural drawings. Knowledge of and ability in program development, administration and evaluation; project management; staff supervision; training and performance management; and municipal budget preparation and administration. Knowledge of commercial building energy efficiency standards and measures preferred.
- ◆ Knowledge of pertinent Federal, Massachusetts and local laws, codes and regulations; basic familiarity with general procurement, bidding and prevailing wage laws and policies; ability to obtain certification as a Massachusetts Public Procuring Official; knowledge and ability to implement all applicable ADA and Accessibility laws, regulations and best practices as they pertain to public facilities.
- ◆ Excellent interpersonal skills; ability to communicate effectively both verbally and in writing; ability to effectively deal with all members of the public, officials, and other agencies in a courteous and tactful manner; ability to establish and maintain good working relationships.
- ◆ Ability to work effectively and independently under time constraints to meet deadlines; ability to work with a high level of detail and apply organizational skills; ability to prioritize multiple tasks and deal effectively with interruptions.
- ◆ Ability to prepare and administer budgets, and to prepare clear and concise administrative and financial reports.
- ◆ Ability to identify and analyze complex issues, develop appropriate recommendations, identify alternative solutions, project consequences of proposed actions, apply considerable judgment and implement recommendations in support of goals.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Employee is regularly required to sit, talk and hear. Uses hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms as in picking up paper, files and other common office objects. Employee may spend a significant portion of shift standing or walking while performing inspection/supervision/investigation work. Employee may infrequently lift and/or move objects weighing up to 60 pounds, such as tools, equipment, supplies, etc. Employee must be able to access all levels of a construction site and traverse uneven terrain. Vision and hearing at or correctable to normal ranges; ability to distinguish colors.

Work is performed in office settings and at various job sites. Administrative work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

At job sites, the employee is exposed to weather extremes, fumes and strong odors, or moving mechanical parts. The noise level in the field can be moderate to loud.

Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



TOWN OF CONCORD

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

OR Mail to: P.O. Box 535, Concord, MA 01742

Name	_____	_____	_____
	First	Middle	Last
Address	_____		
City	_____	State	_____ Zip
Home # (____)	_____	Cell # (____)	_____
Email Address	_____		

Position Applying for: **FACILITIES MANAGER**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): _____

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify _____

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

SPECIAL SKILLS (Below please list special skills applicable to this position)

____ Typing (WPM ____)
____ Word Processing /
Equipment/Programs

____ Shorthand (WPM ____)

____ 10 Key Calculator
____ Computers -
Equipment/Programs

Licenses: _____

Shop or Heavy Equipment:

Other: _____

EDUCATION HISTORY

Highest Level of Education: _____ Grade School _____ High School Diploma or equivalent
____ Vocational, Technical Diploma or Certificate
____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

EMPLOYMENT RECORD

This section must be completed. A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.